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12 APR 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Watergate - Agency File Review

1. On 12 April 1974 [] chaired a meeting of representatives from the M&S Offices on the subject of Watergate-Agency File Review. He pointed out that the DDO had been going full blast on this activity for some time and had a deadline of 19 April on which to complete its part. They have had people working full time with work backing up. How M&S Office Heads utilize their assets is up to them.

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2. One basic norm to follow is that if you have already reported information on Watergate and related activities, you do not have to go back and report the same information. General Watergate information and related matters start back at the time of Watergate or perhaps prior to this time. No firm date, though, is to be established. The rule on E. Howard Hunt is different. We can go back to the day he entered the Agency. The reason is that he is publishing a book and we don't want to get caught short on any particular item.

3. The Office Head must certify what records have not been reviewed "or opted out of the system." These records must be sufficiently identified in order that if months or years down the road there is some question, possible screening could take place with a minimum of effort. [] believes that "structured" materials have been reviewed in the past but that there could be information on calendar pads, logs, and other unstructured materials that might be of interest in this survey and/or might prove embarrassing.

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5. This report is due in no later than 10 May, and []
is shooting for the final version from Mr. Brownman sometime
between 3 and 10 May. An informal report is due to []
two weeks from today, or 26 April.

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6. If there are any doubts, don't rely on just records
available at Headquarters. Go back to the Records Center if
necessary for file review.

7. Of particular interest to OP, I asked whether we had

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we furnish any information concerning CIA retired employees
working for any of these companies. He assumes that these
are all innocent relationships but if we have had a few CIA
retired people in a particular company, it could, no matter
how innocent, look odd or be embarrassing. I pointed out that
I could not guarantee accurate coverage as many of our retired
employees have gone to work for various companies or organizations
and have not informed us of this fact.

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Executive Assistant to the
Director of Personnel

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